



## The Friends of Seal School PTFA

### Annual Report 2022 - 2023

#### Reference and administrative details

Charity Name: The Friends of Seal School PTFA  
Charity Number: 269131  
Charity Address: Seal Church of England Primary School  
Zambra Way, Seal, Sevenoaks, Kent. TN15 0DJ

#### Trustees:

- Sara Draper (Chair)
- Colette Beard (Secretary)
- Suzanne Miller (Treasurer)
- Elizabeth Mitchell (Executive Headteacher)
- Annabel Clarke
- Jonathan Wheeler

#### Structure, governance and management

The Friends of Seal School PTFA was registered in 1975 as the Seal C of E Primary School Parent Teacher Association. The constitution was amended on 30<sup>th</sup> November 2018 to change from a PTA to PTFA. AGMs are held in term one of the academic year, at which point, candidates are welcome to stand for election as trustee or to a committee position (i.e., Chair, Secretary or Treasurer). The governance rules of the PTFA were amended in November 2020 to allow the committee (comprising the charity trustees) to operate without a named chair, should no candidate stand for election in any given year.

The PTFA committee has been reduced in number from ten in 2018/19 to only four active members by 2022/23. It was apparent that this small team could no longer be the sole group running fundraising events for the school. Consequently, and in consultation with the senior leadership of the school, the committee decided to move towards a strategic role and encourage other parents and carers to step forward to run fundraising events. The committee now serves as a facilitating body, providing guidance and logistical support (i.e., providing floats, banking, ticket sales website).

## **Objectives and activities**

Objective: To advance the education of the pupils at the school, by providing and assisting in the provision of facilities for education at the school (not normally provided by the Local Education Authority).

To fulfil this objective, the committee run fundraising events throughout the academic year. These have included discos, cake sales, an annual fireworks display, Christmas activities and summer fete, as well as sundry other fundraisers such as using external schemes, including Easy Fundraising. All funds raised are used to pay for facilities or activities identified by the senior leadership at the school, as being of benefit to the children and their education.

## **Achievements and performance**

After the success of our first post-Covid year, the PTFA committee again set the ambitious target of raising over £20,000 in 2022 – 23. In addition to funding the minibus (cost £2861) and online maths programmes (cost £1933), the senior teachers asked the PTFA to raise money towards new laptop computers for each classroom and kits for the school sports teams to engender pride in themselves; to subsidise the whole-school trip to the Christmas pantomime so that as many children as possible could experience live theatre (cost £1845); and to provide books and bookshelves for the classrooms (cost £1856). The amount contributed to the costs of the kits and computers was to be the balance of the funds raised after these and other smaller purchases (i.e., leavers' gifts for year six pupils (cost £225)) were made.

### **Terms 1 & 2**

Our fundraising year began with our popular, annual fireworks display, which is always an enormous success. As the nights turned darker, we kicked off the Christmas festivities with our annual wreath making workshop hosted by a local professional florist and ran a range of seasonal activities events including Christmas cards designed by the children, a Christmas jumper sale to encourage sustainability and help those struggling through the cost of living crisis, end of term discos and a 'Frost Fayre' mini-fete. For both the fireworks and Christmas events, we were lucky to have the support and planning expertise of parents whose employer offered match funding, providing an additional almost £2000. In total, the events of the autumn/winter term raised over £9400.

### **Terms 3 & 4**

Things tend to be a little quieter after the excitement at Christmas. Throughout January to April, we ran cake sales and end of term discos. Together these events raised £2600, including a further £1000 in employer match funding.

### **Terms 5 & 6**

Throughout the summer term, we held a series of cake and ice cream sales, end of year discos, an online silent auction and a lemonade stall. We also held our wonderful

summer fete, which brought together families of the school and members of the local community. We were grateful to again benefit from parents, who were able to apply for match funding. The summer events raised £8700.

Throughout the year, we also raised funds through membership of schemes including Amazon Smile and Easy Fundraising, as well as clothing collections and direct donations. These additional activities raised just under £2300.

We were delighted to not only reach our ambitious target, but in fact to exceed it, raising a NET total of £23,000.

### **Public benefit statement**

The trustees confirm that we have complied with the duty in section 4 of the Charities Act 2006 Act, to have due regard to guidance on public benefit published by the Charity Commission.

### **A financial review**

The charity holds a bank account and keeps a small balance in our Stripe account, which is used to provide ticket refunds as needed. At the start of the financial year, on 1st August 2021, the bank account held a balance of £20,433.54. At the end of the year, on 31st July 2022, there was a closing balance of £32,223.51. For the Stripe account, the opening balance was £399 and at closing was £387. A further £1000 is held as cash in hand and used to support the PTFA's fundraising activities, i.e., providing cash floats for events.

All money raised by the PTFA is to pay for facilities and activities chosen by the senior leadership of the primary school; we do not hold funds in reserve, as nothing is paid for or committed to until after the money is raised. The money remains in the charity's bank account until the school requests payment, at which point it is immediately transferred, subject to the PTFA's payment approval processes.


For large purchases, the payment typically takes place during the following financial year, once the amount raised is confirmed to the school. The mile a day track was such a purchase, requiring research, a long lead time for installation and the school obtaining additional grant funding. The track was installed in spring 2023 and the invoice was received and settled by the committee in October 2023, after the AGM. The purchase of laptop computers for every class will be a similarly substantial expense and is expected to require funds from both 2022/23 and 2023/24.

The remaining amount available to the school from the 2022/23 fundraising year is £10,300.

Approved by the PTFA Committee on 26<sup>th</sup> May 2024 and signed on their behalf by Suzanne Miller (Treasurer)



## Independent examiner's report on the accounts

Section A	
Independent Examiner's Report	
<b>Report to the trustees</b>	The Friends of Seal School PTFA
<b>Charity no</b>	269131
<b>On accounts for the year ended</b>	31st July 2023
<b>Responsibilities and basis of report</b>	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 07 / 2023.</p> <p>As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").</p> <p>I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act</p>
<b>Independent examiner's statement</b>	<p>I have checked that you meet the conditions of having an independent examination and do not require an audit. The accounts have been completed on a cash basis and all records have been made readily available for review. I have reviewed the source records back to the analysis provided and can conclude the records have been well detailed and reflect an accurate account of the activity during this period. I can confirm there are no areas of concern.</p>
<b>Signed:</b>	
<b>Name:</b>	Emma White FCA
<b>Date:</b>	25th May 2024
<b>Relevant professional qualification(s) or body</b>	Institute of Chartered Accountants in England and Wales
<b>Address</b>	Flat 3, Highfield, Row Dow Lane, Sevenoaks, TN15 6XN

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose**

The Friends of Seal School PTFA		269131		<b>CC16a</b>
<b>Receipts and payments accounts</b>				
For the period from	01/08/2022	To	31/07/2023	

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Income from Events	25,821	-	-	25,821	32,005
Income from Donations (inc Match Funding)	6,594	-	-	6,594	6,640
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total(Gross income for AR)</b>	<b>32,415</b>	<b>-</b>	<b>-</b>	<b>32,415</b>	<b>38,645</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>32,415</b>	<b>-</b>	<b>-</b>	<b>32,415</b>	<b>38,645</b>
<b>A3 Payments</b>					
Funded Projects to Seal School	4,689	-	-	4,689	28,313
PTFA Administration Costs	161	-	-	161	240
Event Expenses	15,853	-	-	15,853	10,751
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>20,703</b>	<b>-</b>	<b>-</b>	<b>20,703</b>	<b>39,304</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>20,703</b>	<b>-</b>	<b>-</b>	<b>20,703</b>	<b>39,304</b>
<b>Net of receipts/(payments)</b>	<b>11,711</b>	<b>-</b>	<b>-</b>	<b>11,711</b>	<b>- 659</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	21,876	-	-	21,876	22,535
<b>Cash funds this year end</b>	<b>33,587</b>	<b>-</b>	<b>-</b>	<b>33,587</b>	<b>21,876</b>

### Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Natwest Account	32,224	-	-
	Cash in Hand	977	-	-
	Stripe	387	-	-
	<b>Total cash funds</b>	<b>33,587</b>	<b>-</b>	<b>-</b>
	<small>(agreed balances from receipts and payments account(s))</small>	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
		-	-	-
		-	-	-

	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-


**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
S Miller	Suzanne Miller	5/5/2024

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<b>B2 Other monetary assets</b>	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
		-	-	-
		-	-	-

	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

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		-	-
		-	-
		-	-
		-	-

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		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

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		-	
		-	
		-	
		-	

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